ACS VOLUNTEER POSITION DESCRIPTION

PROGRAM: Relocation Program

POSITION/TITLE: Relocation Data Entry Assistant

FIRST LINE SUPERVISOR: Relocation Coordinator or Assistant

SECOND LIND SUPERVISOR: ACS Volunteer Supervisor

GOAL/OBJECTIVE: To provide digital, edited copy of OCONUS 3-Ring Note Binder materials that will be made available via the Fort Riley Homepage to assist soldiers and family members as they undergo permanent change of duty station.

DUTIES: Proofreads and enters data from available hard-copy OCONUS materials to be posted to the Fort Riley Homepage, ACS-Relocation section for soldiers and families to utilize prior to departure from Fort Riley. Completed draft will be submitted to other installations for review and final revision; Work activity will primarily involve sitting; however, volunteer may be requested to assist with activities that may require long periods of standing, bending, lifting and stooping.

TIME/DRIVING REQUIREMENT: Time to be negotiated between volunteer and supervisor at volunteer discretion. Driving of GOV and reimbursement of POV expenses are not authorized. Regular use of a vehicle is not required.

QUALIFICATIONS: Typing and working knowledge of Microsoft Office software; Ability to work independently; Commitment to notify supervisor if unable to work.

TRAINING: Army Community Service volunteer orientation (2 hrs); On-the-job training will be provided on equipment usage, procedures, and other to be determined by Program Manager; Volunteer must take security and computer use training prior to government computer use (1 hr); Volunteer may be required to undergo security clearance prior to government computer use depending on access required.

EVALUATIONS: Ongoing and immediate supervisor feedback; Annual evaluations for long term volunteers (3 or more months) unless need for more as determined by supervisor and volunteer.